To customize the ribbon, perform the following steps:

1. To display the options for customizing the ribbon, on the **File** tab, click **Options**.
2. To set the options for customizing the ribbon, in the **Word Options** dialog box, click **Customize Ribbon**.
3. To create a new tab or a new group, on the **Customize Ribbon** page, click **New Tab** or **New Group**.
4. To replace the default tab name or group name with the appropriate name, on the **Customize Ribbon** page, select the new tab or new group, and then click **Rename**.
5. In the **Rename** dialog box, in the **Display** **name** box, type the name, and click **OK**.
6. To add a new group to a custom tab, on the **Customize Ribbon** page, click the **Customize the Ribbon** arrow, and then select an option to indicate the types of tabs to be displayed.
7. To select the tab to which you want to add the new group, on the **Customize Ribbon** page, select the tab and then click **New Group**.
8. To name the new group, on the **Customize Ribbon** page, click **Rename**.
9. In the **Rename** dialog box, in the **Display** **name** box, type the name, and click **OK**.

To import and export a customized ribbon, perform the following steps:

1. To export a customized ribbon, on the **Customize Ribbon** page, click **Import/Export**, and then click **Export all customizations**.
2. To save the customized ribbon file, in the **File Save** dialog box, select the location where you want to save the customized ribbon file; in the **File name** box, type the name of the file, and then click **Save**.
3. To import a customized ribbon, on the **Customize Ribbon** page, click the **Import/Export**, and then click **Import customization file.**
4. To open the customized ribbon file, in the **File Open** dialog box, select the location from where you want to import the customized ribbon file, select the file, and then click **Open**.
5. To confirm replacement of the current ribbon with the customized ribbon, in the Microsoft Office message box, click **Yes**.